

# 3. Terms & Conditions

Updated April 2015



Name of parent/carer:

Name of child:

Commencement date:

### Fees

Fees are payable monthly in advance, by standing order. Extra sessions are payable in advance by cheque or cash.

Fees not collected by s/o could be subject to a £50.00 administration charge.

Fees are reviewed annually in April but may be revised with one months written notice.

The 2-5 year old rate applies from the month following your child's second birthday.

Full fees are payable for all booked sessions even if these should fall on bank holidays or inset days over the Christmas period when the nursery is closed, the dates of closure will be displayed on the notice board. In the case of late payments/cheques being returned unpaid, an administration fee of £25 plus **bank charges may be charged.**

For further information regarding fees please see our fees policy.



Advanced bookings - To secure nursery place a non-returnable administration fee of £50.00 is payable upon registration. Unless your child is only claiming EYE sessions. To secure a place for more than one month in advance and in addition to the registration fee, one months expected income will be required this will constitute your first months payment. This amount will be forfeit if you fail to take up the place as per the agreement.

If you decide to decrease or terminate your child's attendance we require one months notice in writing  
Setting opening times Monday-Friday 8.30am-5.30pm.  
(Limited places from 8-8.30am -5.30-6.00pm)  
Children will not be admitted before 8.30am and must be collected by 5.30pm unless prior arrangements have been agreed.

Failure to collect your child on time will incur a charge of £5.00 per 15min. Please ensure you have read the fees policy.

### Dress

We recommend that you dress your child to take into account the wide and varied activities of the day. Please clearly label your child's clothing, toys etc. We regret that 'Bright Stars' and its staff or other children cannot be held responsible for the loss or damage to your child's belongings however caused.

### Illness and Exclusion

For the welfare and health of the other children who attend the setting we request that you do not send your child if they are ill or may have an infectious disease. 'Bright Stars' reserves the right not to accept any child(ren) it considers unfit to attend the setting. Fees are still payable in full.

If your child is on medication which has to be administered whilst attending the setting you must complete a medical consent form giving instructions on times and dosage for each course. Written consent must also be given for the application of creams and lotions. We can only act 'in loco parentis' in your absence. For further information please see our medical guidelines policies.

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Bright Stars Childcare Ltd  
 Green Lane Frome Somerset BA11 4JW  
 t. 01373 451619  
 Email: childcare@brightstars.org.uk  
 www.brightstars.org.uk

### Enrolment

Parents/guardians wishing to secure a place for their child can do so by completing an enrolment form. Where the nursery is full your child's name will be placed on a waiting list.

It is the responsibility of the parent /carer to supply and update the information required of the parent/carers to supply and update the information required on the enrolment form. Bright Stars cannot be held responsible for any incidents resulting from inaccurate or incomplete details supplied on the form. This includes a change of job, moving house, new mobile phone or landline phone numbers.

In the term following your child's Second birthday you may be entitled to two year old funding, please ask for a funding application form. Following your child's third birthday, they will be entitled to Early Years Funding, to access this funding Somerset Early years require a copy of your child's birth certificate. It is therefore a condition of registration that that you provide us with a copy.

### **Children's Welfare**

It is the responsibility of the parents/carers to provide the following items for your child. For babies clearly labelled bottles, and a sufficient change of nappies. Failure to provide nappies may result in you being charged for ones provided by the nursery. If necessary clearly labelled barrier/nappy rash cream should be provided and a permission slip signed to enable 'Bright Stars' to apply it as per parent wishes.

Parents and carers should be aware that the nursery has a duty to take reasonable action to ensure the welfare and safety of the children in it's care. In cases where the staff have a cause to be concerned that a child in their care may be subject to ill treatment, neglect or other forms of abuse, a senior member of staff will follow the Child Protection/ Safeguarding Children policy and may inform social services of their concerns.

We will only release children to parents/guardians or provide information to authorised persons stated on enrolment forms unless we have been given permission from the 'main' parent/carers and that person is in possession of the correct password. The person with legal responsibility for:

(child's name) \_\_\_\_\_

### Out of Hours Care

Bright Stars understands that staff outside normal working hours may undertake child care for clients of 'Bright Stars' if this involves transport of the child 'Bright Stars' would bring to your attention that this is a purely private arrangement and 'Bright Stars' will not accept responsibility for the child out of hours and away from the setting.

### Policies and Procedures

All company policies and procedures will be on display in reception areas. Please help yourself if you would like a copy.

I can confirm that I accept the terms and conditions of the setting and have read the fees policy.

### **Parents/Guardian Signature**

Dated: \_\_\_\_\_

### Notice

One months written notification is required should you wish to terminate this agreement ,change or cancel any sessions.

### Holidays

**Children that are not receiving Early Years Funding are entitled to two weeks holiday a year, at half fees.** For absence above this level fees are charged in full. Children receiving funding will be charged for all holidays as funding is claimed and paid for the whole 52 weeks of the year.

### Special Circumstances

Bright Stars reserves the right to refuse admission, cancel sessions and alter opening times without notice should events occur beyond it's control. In these circumstances fees are non-returnable for up to a maximum of five consecutive days.

### Staff

All our staff are checked for criminal offences under the Disclosure and Barring Service prior to appointment.

Office use	
Checked by Key Person	
Entered in system	